



## TOWN OF FLORENCE EMPLOYMENT OPPORTUNITY

**\*\*REPOST\*\***

### **PUBLIC SAFETY DISPATCHER**

**Opening Date:** Tuesday, January 12, 2016

**Closing Date:** Open until filled

**Hiring Wage:** \$15.71 hrly

**Status:** Full-Time, FLSA non-exempt

#### **JOB SUMMARY:**

An individual in this position receives and processes requests for Police, Fire, emergency services, and allied agency units using radio and telecommunications equipment. Search, enter and update multiple databases quickly. Operates a computer terminal with speed and accuracy in order to assist in the daily operations of a police communications center and maintain accurate reference files. Dispatches all police and fire communications and relays criminal information in order to notify other agencies involved using radio or telecommunications systems. Checks the Arizona Criminal Justice Information System (ACJIS) and National Crime Information Center (NCIC) computer and/or updates the appropriate system regarding missing/endangered people or other criminal activity. Performs clerical and administrative support duties as assigned. Must be able to prioritize work, multitask.

#### **PHYSICAL REQUIREMENTS and WORK ENVIRONMENT:**

Rotating shifts involving days, evenings, nights, weekends and holidays. Work is normally performed in an office environment; requires the ability to react quickly under stressful work conditions in emergency situations.

#### **EXPERIENCE AND TRAINING REQUIRED:**

Requires high school graduation or GED equivalency certificate, plus two (2) years of general office/clerical experience involving substantial public contact; must have dispatching experience; ability to type accurately at a rate of approximately 40 WPM. Must be able to obtain Arizona Criminal Justice Information System (ACJIS) certification within six (6) months of hire. Must have and maintain a valid Arizona Driver's License.

**ADDITIONAL QUALIFICATIONS:** Incumbent should have speaking voice that is clear and easily understood over both the phone and the police radio. Experience with multiple phone lines.

#### **APPLICATION PROCESS:**

Submit required Town application to the Human Resources Office; resume accepted as supplement only (do not write "see resume" on application). Application is available for download at [www.florenceaz.gov](http://www.florenceaz.gov) or obtain at Florence Town Hall, 775 North Main Street, PO Box 2670, Florence, AZ 85132. Human Resources Department (520) 868-7553.

#### **SELECTION CRITERIA:**

Applicants whose experience and training are most closely suited to the requirements of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities as shown on the application. The Town of Florence is an EEO/ADA employer.

#### **PRE-EMPLOYMENT REQUIREMENTS:**

The following requirements must be met prior to employment:

1. Successful completion of required selection process.
2. Successful completion of background check.
3. Successful completion of drug screen.
4. Approval of employment by Chief of Police and Town Manager.